

FRIENDS OF PASSAIC COUNTY PARKS, INC.
September 12, 2022 Meeting

MEETING MINUTES

Members Present:

1. Chairwoman Alice Szepietowski
2. Vice-Chairman George Silva
3. Director of Parks & Recreation Designee: Kerry Klug
4. Director of Cultural & Historic Affairs Designee: Kelly C. Ruffel
5. Linda Nardone
6. Pat O'Connor

Members Absent:

1. Commissioner John W. Bartlett
2. County Administrator Designee: Marc E. Seemon
3. Kelly Pascrell

A roll call brought the meeting to order at 5:12 PM.

Ruffel made the announcement of the Open Public Meetings Act.

A motion was made by Silva and seconded by Klug to open the public portion.

Motion passed unanimously.

No one from the public was present.

A motion was made by Silva and seconded by Nardone to close the public portion.

Motion passed unanimously.

A motion was made by O'Connor and seconded by Nardone to approve the minutes of the July 11, 2022, meeting.

Motion passed unanimously.

Under Old Business, Ruffel discussed three different ongoing projects. Ruffel presented and reviewed bid responses for the John W. Rea House Landscaping Phase II. Bids provided were over the project's remaining budget.

A motion was made by O'Connor and seconded by Silva to reject and rebid the John W. Rea House Landscaping Phase II project.

Motion passed unanimously.

Ruffel presented bid responses for the Dey Mansion Visitor Center exhibit fabrication and installation project. This project was rebid and responses were more favorable this time around. Dell Tech Inc. was the lowest responsible bidder. Ruffel reminded the Trustees that this project was grant funded and that the remaining funds would be provided by the County through a project management agreement.

A motion was made by Silva and seconded by Nardone to award a contract to Dell Tech Inc. for the Dey Mansion Visitor Center exhibit fabrication and installation project; and to enter into a project management agreement with the County of Passaic for the execution of the project.

Motion passed unanimously.

Under the open grants report, Ruffel reported that the final grant reimbursement for Highlands Preserve Athletic Fields is pending and that all grant close out documentation was sent to Green Acres. The remaining grant balance is for \$25,000. Under the Green Acres Rifle Camp Park Amphitheatre project, Ruffel reported the project is underway and bids are being advertised later this week. Bids will be reviewed and presented at the next meeting of the Board on October 10th.

Under Committee Reports, Ruffel reported on several items. For the Memorial Bench and Tree Program, Ruffel announced O'Connor provided a list of trees which will be coordinated with the Parks Department. More information on the program revisions is forthcoming. A tree and a bench were installed in August for two outstanding applications. Both families did not elect to hold a ceremony. The Board then discussed the Wine & Cheese Fundraiser at Dey Mansion Washington's Headquarters for 2022. It was agreed upon to postpone and hold the event in December.

Under Passaic County Fair Committee business, Ruffel presented a draft report on expenses and revenues from the event. There are two transactions pending and final sponsorship checks coming in. Once received and completed, a final report can be generated.

Under Programs and Events for 2022, Ruffel provided flyers for upcoming events. Nardone presented and discussed a new program called Passaic County Walks and O'Connor presented and discussed workshop programs dedicated to landscaping and plant health. Events are winding down, and a new schedule and proposal for 2023 events will be presented at the next meeting.

Under Treasurer's Report, Ruffel gave an update on the state of the bank accounts. Accounts are in good standing.

There was no new business reported.

Under Correspondence, Ruffel shared several items within the packet regarding payments of bills and grants.

A motion was made by Silva and seconded by O'Connor to adjourn.

The meeting adjourned at 6:31 PM.

/ s / Kelly C. Ruffel
 Secretary, Friends of Passaic County Parks, Inc.